

The University of Texas at San Antonio

Job Description

Job Title: Compensation/Employment Manager
Code: 19514
Salary Grade: 63
FLSA Status: Exempt
Department/Division: Human Resources/Business Affairs
Reports To: Director of HR Operations

Summary

- Function: Manage UTSA staff Compensation and Employment functions and staff, ensuring hiring and compensation goals are met, while maintaining high standards of customer service and quality.
- Scope: Responsible for the management, supervision, direction and strategic planning for the compensation and employment unit.

Duties

- Typical:
 1. Manage UTSA staff Compensation and Employment functions and staff, ensuring hiring and compensation goals are met, while maintaining high standards of customer service and quality. Specific functions include oversight of ongoing Compensation audit process, STARS job postings, approval of hiring proposals and all related Compensation and Employment activities.
 2. Manages annual salary structure review project, which reviews Classified and A&P structures in alternating years. This is a standard compensation industry practice which is intended to ensure the salary structure remains current and competitive. The project includes preparation of pay lines, and under minimum analysis and recommendations.
 3. Responsible for ensuring the Compensation and Employment functions operate within all applicable regulatory guidelines. Duties include oversight of FLSA job statuses, ORP eligibility audit as mandated by UT System, pay analyses, coordination of AAP data submission for annual affirmative action plan.
 4. Streamline HR processes, with the goal of increasing the ease and efficiency of conducting business with HR, while continuing to ensure necessary HR safeguards are maintained. People, process, and system resources are all ongoing candidates for contributing to streamlined processes.
 5. Oversee staff performance management function including annual performance evaluation form and process, regular management training classes, and related communication. Coordinates with Finance group on annual merit exercise guidelines
 6. Perform additional duties as assigned.

Education

Required	Preferred
Bachelors degree from an accredited institution.	Bachelors degree in Human Resources, or Masters Degree in management or related field.

Other Requirements

Required	Preferred
Working knowledge of FLSA guidelines.	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
Five years professional experience in a Human Resources position, with specific concentration in Compensation, Employment, or a related discipline.	Experience in Human Resources higher education. Human Resources management experience.

Equipment

Required	Preferred
Personal computer, Excel and typical office equipment.	N/A

Working Conditions

Usual	Special
Normal office conditions.	N/A

Supervision

Received	Given
Overall review for efficiency and effectiveness. Results are appraised largely on the attainment of goals and objectives.	Direct supervision to professional and support staff.

Accuracy

Proficiency in all duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.